

5-4	<b>Persons Record at Region Office</b>	Part 1 of 1
Authorizing Utah Code: 63, Chapter 2	Rule: None	Division Requirements
Approved: 2/10/00	Rule Effective: n/a	Printed: 4/00
Form(s): None	Guideline(s): None	

## POLICY

**Regions** shall follow the established procedures for the organization and maintenance of records and files for **Persons** receiving **Division** funds.

## PROCEDURES

1. The **Region** shall follow the **Division's** agreed upon format for a **Person's** record and the **Department's** Manual on Preparation and Maintenance of Records. The **Region** shall adhere to **Utah Code Annotated** Title 63, Chapter 2, Government Records Access and Management Act in all actions concerning a **Person's** record.
2. Record information will be treated as private and secured by lock to protect the primary interest of the **Person** per **Utah Code Annotated** 63-2-101 through 63-2-308.
3. Workers may keep separate working files in addition to the official record so long as no violations of the Government Records Access and Management Act occur (**Utah Code Annotated** Title 63, Chapter 2).
4. Contents and arrangement of agency records are standardized in accordance with the **Division's** record format. **Region** staff will ensure that appropriate release of information **Forms** with documentation about information released will be completed for release of records that are classified as private or confidential by **Utah Code Annotated** Title 63, Chapters 2 and 3 (Access to Records and Classification respectively).
5. Records must be kept on denials of service, including the application and documentation, until 90 days after the denial. All **Medicaid** records must be kept at least five years.
6. Records will be transferred from one **Region Office** to another when a **Person** moves.
7. Records must contain all relevant information needed for the documentation of services and for court activity.
8. Records will be retained and destroyed in a manner that complies with **Utah Code Annotated** 63-2-905 (burned or shredded).
9. Sharing personal information among the **Division**, **Provider Agencies** and other State agencies does not require a signed release from the **Person/Representative**.
10. The **Person/Representative** has the right to access all personal records classified as public or private records per **Utah Code Annotated** 63-2-201(right to inspect records).